



SUBJECT: Q&A

DATE ISSUED: July 3, 2025

RFP: Fort Frederick

DATE OF RFP RELEASE: May 29, 2025

REVISIONS

Revisions are indicated either by a ~~strike through~~ for deletions or underline for insertions.

A second attachment, **Attachment B: NEPA Environmental Screening Worksheet**, has been added to the end of the RFP document.

Q & A

- 1. Section 8.6 of the RFP mentions qualifications standards of the offerors. Will you accept the APT RP as a suitable equivalent qualification standard to the Secretary of Interior's Standards and Guidelines.**

Per the RFP, "to be considered as eligible, Respondents must meet one or more of the Professional Qualifications Standards – or their equivalent – as set forth by the Secretary of the Interior's (SOI) Standards and Guidelines, as applicable". Preservation Maryland (PM) accepts APT RP as an acceptable equivalent qualification standard.

- 2. What is the reasoning for performing this project Design-Build rather than Design-Bid-Build?**

Given the project's particularly heavy focus on the historic fabric's condition and repair, it is important that all project work, including the condition assessment, design, and construction, be informed by the skill and expertise of historic tradespeople. Therefore, PM would like the design and build teams to be in communication from the outset of the project.

- 3. By referring to the project as "Design Build," are you expecting that the contractor will act as the prime bidder, or the architect?**

Respondents may at their discretion and for PM's consideration designate either design or build personnel to lead project management, communication, etc. and should elaborate on this decision in their project approach description and how it will meet project needs.

4. Is there an expectation that the fort be laser scanned or documented with rectified photography to create the base drawings?

Laser scans and rectified photography are not expected, but Respondents are welcome to include it as an add/alternate for PM's consideration.

5. What is anticipated in Phase 2? Is that anything above a construction cost estimate between \$650K-\$1.085M? [Do those numbers include design services as well?]

At present, PM is envisioning work taking place in the following stages:

Stage 1: Preservation planning (condition assessment, treatment recommendations, construction implementation plan, ROM estimates);

Stage 2: Design (define phase 1 construction scope of work and develop corresponding construction documentation per available funding)

Stage 3: Construction (execution of phase 1 scope of work)

If additional funding is secured for further work, it is anticipated that a phase 2 will follow the phase 1 and include work items from the prioritized recommendations established during the planning stage that the phase 1 budget does not cover. Phase 2 funding will include costs for construction and related design may be required. Phase 2 work will be limited to available funding.

6. Please provide a preferred phasing/sequence plan. If there is no preference, we will assume work will be phased in quarters.

As part of Stage 1 (see above), the successful consultant team will develop a construction implementation plan informed by the condition assessment as well as discussion with DNR. It is expected that the successful consultant team will collaborate with DNR to develop appropriate scope of work phasing per anticipated funding availability and DNR operation expectations, thereby creating a roadmap for full restoration of the structure that is specific to site and DNR needs. Execution of certain later phases of restoration work are likely to fall outside of the scope for which the successful consultant team will be contracted.

At this time, PM does not expect Respondents to submit a proposal for construction implementation. Rather, we are looking for a detailed project approach accompanied by examples of projects similar in scope and scale. PM recognizes that the construction implementation plan will be particular to assessed site needs and anticipated availability of project funding known only at the time of the plan's development at the conclusion of Stage 1 (see above).

7. Please confirm alternate pointing/setting mortar will be considered.

PM does not expect Respondents to select and submit materials/material specs at this time, as such decisions may be better informed after the condition assessment has concluded and recommendations are being developed.

However, Respondents are welcome to propose alternate materials as long the materials meet the needs of the project/site and adhere to SOI Standards. Respondents may explain their rationale for

any proposed materials in the project approach section of their submittals. Acceptance of a proposal does not constitute acceptance of any proposed materials.

8. Please confirm that the priority is making the current structure safe at this time.

Per page 2, Section 2.2 of the RFP, "The goal of this project is to preserve as much of the historic walls as possible, addressing first those sections of the wall most at risk of collapse, and to provide DNR with targeted planning for work beyond the project budget."

9. There was mention of gate repair (make usable) do you want that included at this time?

The main gate should be included as part of the condition assessment. Depending on the results of that assessment, gate repair it may or may not be a high priority item for construction.

10. Please provide contact for "Cathedral Stone" as a provider of approved materials.

PM is not requiring the use of Cathedral Stone; rather, the Jahn product has been given as an example of a product that may be appropriate for this project. See question 7, above, for additional information.

11. Onsite we reviewed a pilot project that used Jahn pointing mortar and a membrane system for the tops of the walls. Is the expectation to continue the same repair protocols around the rest of the fort?

DNR, PM, and the successful consultant team will discuss the appropriate repair protocols based upon the results and recommendations of the condition assessment.

As a reminder, PM is not requesting bids for construction work or seeking material specs at this time and does not expect Respondents to itemize construction costs.

12. Is the Project Budget of \$660,000 for design AND construction services? Or just design services? Or just construction services?

To confirm, per Section 4 (page 3) of the RFP, \$660,000 must cover all project related expenses, including reimbursables. This includes all items in the services and scope detailed in Section 3 (page 2), including a comprehensive condition assessment with treatment recommendations and ROM estimates; preparation of a prioritized phase 1 Fscope of work; design; and construction. (See Section 3 of the RFP for the full list).

As a reminder, per Section 4 of the RFP, *"Budgets that allocate as much as possible to construction costs will be considered more competitive."*

13. Please confirm the current budget is 660K.

Per page 3, Section 4 of the RFP, the NTE for this project is \$660,000. Per the RFP, "Additional phases of restoration work may be added with a budget range of \$650 – 1,085,000, dependent upon award of pending funding requests."

14. Is Maryland Department of Natural Resources matching (or going above) the NPS Historic Preservation Fund grant?

At this time, Preservation Maryland does not have further information to provide regarding additional funding.

15. Has the project been fully funded?

The scope of work for which we are seeking responses is fully funded. The cost for the full restoration of the entire wall structure is not fully funded, which is why PM is requesting a phased implementation for construction, based upon priority needs and available dollars.

16. Is the end date of June 30, 2027 tied to the grant requirements from NPS?

Yes.

17. Will the team have to prepare for any preservation agency review meetings or presentations beyond the milestone deliverable reviews?

The selected consultant team will not need to give presentations at agency review meetings. Rather, they will submit any necessary deliverables to PM, who will coordinate submission to review agencies and any required compliance responses. However, the successful consultant team will be requested to assist in filling out an NPS-required NEPA form, a copy of which has been added as **Attachment B** to the RFP.

18. Please confirm noisy work can be conducted during normal working hours (day).

Generally speaking, noisy work can be conducted during normal working hours. DNR may request periods of “quiet time” to accommodate school groups, but that would be limited. PM & DNR will work with the selected team to develop an appropriate work schedule following development of the prioritized phase I SOW.

19. Please confirm water and bathrooms are available onsite for use.

There is water available onsite year-round out of the fort hydrant. Bathroom facilities are not available onsite for construction crew use. As a reminder, PM does not expect an itemized construction bid at this time.

20. Is there any replacement stone material available for reuse in this project?

Replacement stone is available in the park from a barn foundation. It has been approved by MHT for reuse in this project. Information about replacement stone can be found in the site documentation folder provided to Respondents. If you require access to this documentation, please email mpelta-pauls@presmd.org. As a reminder, PM does not expect an itemized construction bid at this time.

21. Please confirm the fort walls do not require general cleaning.

The fort walls do not require general cleaning. However, Respondents are welcome to include cleaning that adheres to preservation best practices and SOI standards as part of their project

approach if they believe it is recommended. As a reminder, PM does not expect an itemized construction bid at this time.

22. Does the efflorescence staining require removal?

No.

23. Is a construction trailer required? Does the owner's rep need office space?

At this time, a construction trailer is not expected. However, PM & DNR will take certain construction/site needs under advisement from the selected team upon initiation of defining the phase 1 scope of work at the conclusion of the condition assessment and report. The owner's rep does not need office space. As a reminder, PM does not expect an itemized construction bid at this time.

24. Please confirm there is a location near the fort for a fenced laydown area to store more materials and equipment.

Yes, there will be an area onsite to store materials and equipment. PM & DNR will coordinate with the successful consultant to determine this area.

25. Please confirm there is no electric available for use onsite. Please confirm generators are ok for use onsite.

There is no electric available for use onsite. The selected consultant team will be allowed to use generators onsite. As a reminder, PM does not expect an itemized construction bid at this time.

26. Please confirm a licensed electrician can access an electric panel onsite in order to set up separate panel that can be used for construction electric needs.

There is no electric available for use onsite. The selected consultant team will be allowed to use generators onsite. As a reminder, PM does not expect an itemized construction bid at this time.

27. Please confirm winter work is allowed.

Winter work is allowed from 7am to dusk. The selected consultant must coordinate winter work with PM & DNR and must generally comply with DNR requirements as follows:

*"No masonry work or pointing shall be done on any part of the structure when there is frost in the stone, when the air temperature is below 50 Degrees F, or at any time between **November 1st** and **May 1st** without written approval...Contractor shall comply with ACI 530 for all Hot or Cold Weather work throughout the entire project. Contractor shall provide...a detailed written description of their plan to comply with ACI 530 requirements."*

28. Are you looking for a Performance & Payment Bond for the full value of the project, including the engineering assessment? Or just the construction portion of the work?

PM expects a Performance & Payment bond for the value of the construction portion of the work.

29. Can you please provide clarity on what the submittal due July 11th should include? It is our understanding that the full conditions assessment and drawing development will take place after the selection of Design-Bid firm. Is that the case?

The successful consultant team will be contracted to produce the deliverables outlined on page 2, Section 3 of the RFP. On July 11th, Respondents should submit a project proposal that includes the documentation outlined on page 5, Section 8.4 of the RFP.

30. Please provide a template for how you would like bids to be structured.

Respondents are welcome to arrange their submittals as they see fit, but should, at minimum, include all elements outlined on page 5, Section 8.4 of the RFP.

31. Please confirm bid price should only include fee for a condition assessment

Per page 5, Section 8.4 of the RFP, Respondents' submittals should include a budget which indicates the "cost per service/deliverable, an allowance for reimbursable expenses as/if applicable, and a remainder allowance for all construction costs."

To clarify, we are not seeking a bid on the construction scope; rather, budgets should specify, at minimum, the cost for the assessment/report and cost for the design (which may be broken into stages as applicable) proportional to what remains of the budget for the construction scope, as deemed appropriate by the Respondent. (All project deliverables are outlined on page 3, Section 3 of the RFP).

PM and DNR will then work with the selected team after the condition assessment report to develop a scope of work that can be designed and executed within the budget that remains once the assessment and report are accounted for. We do not expect itemized construction costs at this time. An example budget breakdown is below. *(Please note that this is **not** a required format nor a reflection of PM's cost expectations for the project):*

Assessment/Report	\$5,946
Design	\$59,459
Restoration	\$594,595
Total	\$660,000

32. The last sentence of Section 4: Project Budget seems to indicate that cost will be factored into the final decision, however part 9.1 Evaluation Procedure does not explicitly list cost as a factor the RFP is to be judged on. Will cost be factored into the overall evaluation?

Respondents will be evaluated according to the criteria outlined on pages 6-7 of the RFP. Per Section 9.1, Criterion 2C, "commitment to project completion within time and budget constraints" is part of the overall evaluation.

Competitiveness of the budget may not necessarily be the final deciding factor in selecting the successful Respondent; however, it will be considered during the evaluation when applying Criterion 2C to each Respondent's submittal.

33. Please confirm that the team (contractor & historic preservation architect/conservator) will be selected jointly under a single contract that later will be modified for the construction work.

Yes. The successful Respondent team will be selected jointly under a single contract provided by the selected team.

34. Is there any additional site documentation available? (For example, digital scale drawings; documentation of character-defining features; engineering reports; civil engineering assessments; CAD/BIM/Revit drawings; or any additional detail drawings?)

Per *Attachment A: Prior Work and Existing Documentation* of the RFP, Respondents may request access to all available site documentation by emailing mpelta-pauls@presmd.org. Documents in this folder represent the extent of available documentation, with the exception of construction documents and specs for work completed between 2019-2020, which will be provided to the successful consultant team.

35. Are we able to fly a drone over the site?

PM and DNR will coordinate with the successful consultant team should drone photography be deemed necessary. Flying of drones must be coordinated in advance and may only occur when the fort is not staffed or open to visitors.



PRESERVATION MARYLAND

REQUEST FOR PROPOSALS

Design-Build Services for Historic Fort Frederick Walls

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting proposals from qualified firms for design-build services for the preservation of the walls of historic Fort Frederick, located in Fort Frederick State Park at 11100 Fort Frederick Road, Big Pool, MD 21711.

To be considered as eligible, Respondents must meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior's (SOI) Standards and Guidelines, as applicable; and have demonstrated experience in historic preservation.

Preservation Maryland requests that interested parties respond to the solicitation by **4:30 P.M. ET on Friday, July 11th, 2025**.

1. CLIENT

Preservation Maryland is a statewide non-profit working to protect Maryland's unique and irreplaceable heritage while creating a more equitable and sustainable future. The organization harnesses the power of historic places to revitalize and reinvest in communities, advocate, and build the historic trades workforce for the benefit of all Marylanders. To learn more, visit www.preservationmaryland.org.

2. PROJECT OVERVIEW

2.1 Background

Owned by the State of Maryland and managed by the Maryland Department of Natural Resources - Maryland Park Service (DNR), Fort Frederick is the centerpiece of Fort Frederick State Park in Washington County. Constructed in 1756 for the French & Indian War, it was the only stone fort built by a British colony during that time. This, and the fact that much of its original fabric is still intact, resulted in its designation in 1973 as a National Historic Landmark (NHL), one of only two owned and operated by DNR (NR-211). It is also included in the Maryland Inventory of Historic Properties (MIHP files WA-V-203 & WA-V-205).

While Fort Frederick itself never saw a battle of gunfire and cannon, this outpost on Maryland's colonial frontier witnessed the social, economic, and political battles fought in the early years of the nascent nation. Although the Fort was officially closed in 1759, it was re-activated over the decades for use in several conflicts, including Pontiac's Rebellion, the American Revolution, and the Civil War. After the Revolution, the State of Maryland sold the fort and surrounding land at public auction. Thereafter, the site remained under the ownership of and was farmed by a family of free African Americans, whose patriarch, Nathan Williams, was a formerly enslaved person whose father had purchased his freedom. In 1922, it was purchased by the State of Maryland for use as a recreation area.

Under the State's stewardship, Fort Frederick has seen several repair efforts, from CCC restoration in the 1930s to a full condition assessment and repairs in the 1980s to focused repairs in 2019-2020 (See **Attachment A: Prior Work & Existing Documentation** more information). However, due to age, multiple periods of rebuilding, prior work not meeting SOI Standards, and an earthquake in 2011, deterioration has accelerated; sections of the wall are bulging, cracking, and/or missing stones. Nevertheless, an astounding majority of this original fabric remains. To protect this rare resource, Preservation Maryland is partnering with DNR to stabilize, conserve, and restore the historic walls, ensuring their survival as a connection to America's earliest years for even more years to come. This project is being supported by a Historic Preservation Fund grant administered by the National Park Service,

Department of the Interior, through the Semiquincentennial Grant Program commemorating the 250th anniversary of the founding of the United States.

2.2 Description

Acting as project manager on behalf of DNR, Preservation Maryland is seeking design-build services for the documentation, construction design, and repair/restoration of Fort Frederick's stone walls. Sited at 11100 Fort Frederick Road, Big Pool, MD 21711 (parcel 0045, tax map 0105), the fort is a large stone quadrangle with bastions projecting from each corner, exterior lines running 355 ft. from bastion point to bastion point, and walls approx. 18 ft. high enclosing two acres of land.

The goal of this project is to preserve as much of the historic walls as possible, addressing first those sections of the wall most at risk of collapse, and to provide DNR with targeted planning for work beyond the project budget. As funding allows, the anticipated construction scope of work may include, but is not limited to, addressing damage caused by prior application of Portland Cement; replacing existing mortar with new sympathetic mortar; repairing structural damage; filling wall cavities with appropriate materials; replacing missing stones; constructing new continuous weather cap; and installing new timber at fort entrance gate.

Project Objectives Include:

- Comprehensively documenting the condition of the fort walls
- Developing a prioritized, phased treatment plan with rough order of magnitude (ROM) cost estimates for the stabilization and repair/restoration of the fort walls
- Identifying a phase 1 scope of work that does not exceed the project budget and preparing construction documentation accordingly
- Repairing/restoring as much material as possible in accordance with SOI standards

This project is being executed in partnership with the Maryland Department of Natural Resources. As such, both Preservation Maryland and DNR staff will be involved throughout the entire project. Preservation Maryland will serve as the main point of contact, contract signatory, invoice recipient, and liaison between the hired project professionals and government agencies, which will include coordination of document submittal. It is anticipated that DNR will be involved in the kick-off and status meetings, project documentation review, and site visits and will serve as final authority on decisions.

3. SERVICES AND SCOPE OF WORK

Planning, design, and construction services are expected for completion of this project. The precise scope of work is subject to feedback from the selected consultant(s) and budget limitations. However, anticipated work to be undertaken by the consultant(s) may include, but is not limited to, the following:

- Review existing site documentation (See **Attachment A: Prior Work & Existing Documentation**)
- Complete a comprehensive condition assessment with photographic documentation that includes a phased implementation plan with prioritized treatment recommendations in adherence with SOI Standards and accompanying ROM estimates for DNR review and approval
- Prepare a prioritized phase 1 SOW informed by the above and available project funding for PM and DNR review and approval
- Prepare construction documentation for the identified SOW, to be submitted for NPS, DNR, and MHT review at 30%, 75%, and 100% completion at minimum, with potential for limited revision at each milestone
- Construction administration
- Regular progress meetings during all stages of the project: at least one (1) kick-off; one (1) at report completion to discuss findings; one (1) for the phase 1 SOW development; and regularly scheduled progress meetings during construction

- Provide brief status memos quarterly, due March 1; June 1; September 1; December 1 until the conclusion of the project

Work performed shall adhere to the Secretary of the Interior's Standards and all local, state, and federal laws and regulations. All work and final products are subject to DNR and NPS approval and shall incorporate any changes requested by either agency to their satisfaction.

4. PROJECT BUDGET

This project is supported by grant funding from the National Park Service (NPS). As such, **all** related expenses, including reimbursables, must not exceed **\$660,000**. Additional phases of restoration work may be added with a budget range of **\$650,000 – 1,085,000**, dependent upon award of pending funding requests.

Services will be contracted based on a lump sum in negotiation with the selected Respondent. This may result in necessary modification(s) to the scope of work, which Preservation Maryland and DNR will discuss with the selected Respondent. In no event shall the selected Respondent be entitled to receive more than the contracted amount unless authorized in advance and in writing by Preservation Maryland. Competitiveness of the budget will be considered as part of the proposal review process. Budgets that allocate as much as possible to construction costs will be considered more competitive.

5. SCHEDULE

Work is expected to begin immediately upon execution of the contract and conclude as expeditiously as possible, allowing for a completion date of no later than June 30th, 2027, for all NPS grant-funded work. Pending award of additional funding for expanded or subsequent restoration phases, the project timeline may be extended accordingly for work falling within those phases. **At least a 90-day period at the 75% milestone for a combined National Park Service and Maryland Historical Trust review is required.** Respondents should additionally anticipate at least one month for review of the condition assessment report and an iterative process with Preservation Maryland and DNR for the phase 1 scope of work development. It is preferred that all onsite work be conducted within [regular park hours](#); respondents should develop project schedules accordingly.

6. DESIGN REQUIREMENTS

Upon conclusion of the condition assessment, the design team shall prepare a written plan detailing a prioritized and phased approach for implementation of the recommended treatment for the entirety of the wall structure in discussion with DNR. Ideally, the plan will describe the materials, methods, and equipment that should be used for each phase of work and develop phases based on structure conditions, as informed by the report, and park budget, as informed by discussions with DNR staff. The plan should show compliance with methods and procedures specified by DNR staff and/or SOI Standards. The plan shall also be accompanied by ROM cost estimates.

The design team should anticipate preparing construction plans for execution of a phase 1 scope of work following review and approval of the condition assessment and implementation plan.

7. CONSTRUCTION REQUIREMENTS

7.1 Site access

Construction efforts shall be coordinated with DNR and not impact business and/or scheduled events at the park.

7.2 Environmental and Sustainability Requirements

The Contractor shall:

- Employ construction best management practices that minimize dust production and onsite sedimentation transport.
- Employ construction best management practices that minimize noise generation during construction times.
- Keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the contract and employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the project site. All material unsuitable for salvaging/reuse/recycling must be disposed of in a legal manner.
- Ensure construction site and staging areas are returned to pre-construction conditions once construction is complete.
- Adhere to all applicable federal, state, and local laws and acquire permits, where required.
- Comply with designated work time schedules in coordination with DNR.
- Ensure safety at all times during pre-construction and construction activities, according to applicable safety standards, procedures, and laws.
- If ground disturbance is required, the Park Manager must be contacted before work begins. If approved, the Contractor must then contact Miss Utility **prior to work** per Maryland law (2010 Maryland Underground Facilities Damage Prevention Law) and the Park Maintenance Supervisor.

7.3 Performance and Payment Bond

The Contractor shall secure bonds covering the faithful performance of the Construction Project and payment of all obligations arising thereunder, as stipulated herein:

- The surety underwriting the bonds shall have not less than an "A" rating.
- Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.
- The bonds shall be written in the amount of the construction project sum and shall be dated no later than the start of construction as recorded in corresponding contractual documentation.
- The cost of bonds shall be included in the construction contract sum. The amount of any Change Order which adds to or subtracts from the contract sum shall include any corresponding adjustment to the cost of bonds.
- The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
- The Contractor shall deliver the required bonds and evidence of the surety's rating to the Owner not later than ten (10) days following the date of execution of corresponding contractual documentation.

7.4 Build America Buy America

This project is funded in part by a grant from the National Park Service. As such, it is subject to the Build America, Buy America Act, which requires the following:

1. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

2. All manufactured products used in the project are produced in the United States-this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States-this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project.

Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For further information on the Buy America preference, please visit www.doi.gov/grants/BuyAmerica. Additional information can also be found at the White House Made in America Office website: <https://www.whitehouse.gov/omb/management/made-in-america/>.

8. INSTRUCTIONS TO RESPONDENTS

8.1 Where to Deliver Submittal

All submittals must be submitted as a single PDF attached to an email delivered to mpelta-pauls@presmd.org.

8.2 Submittal Due Date

Submittals are due by **4:30 P.M. ET on Friday, July 11th, 2025**.

8.3 Pre-bid Meeting

Respondents may choose to attend a pre-bid meeting during a scheduled site visit at **10:00 A.M. ET, Monday, June 16th, 2025**. Please email Maggie Pelta-Pauls at mpelta-pauls@presmd.org by **4:30 P.M. ET Friday, June 13th, 2025** to confirm attendance

8.4 Preparation of Submittal

Respondents must submit the following:

- Company profile
- Surety and insurance agencies
- List, roles, and qualifications of key personnel and, if applicable, proposed subcontractors
- Examples of similar projects, including at least two (2) projects involving historic buildings of similar scope of work as this project, completed within the last seven (7) years
- Proposed project approach and scope of services
- Itemized project budget indicating cost per service/deliverable, an allowance for reimbursable expenses, as/if applicable, and a remainder allowance for all construction costs
- Project schedule that identifies milestones and stipulates durations for key tasks and the overall project

Respondents shall submit one (1) digital copy of the submittal package as an attachment to an email and are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation.

8.5 Subcontracts

Respondents must identify all portions of the work intended to be performed through subcontractors. Acceptance of the proposal does not constitute approval of the subcontractors identified therein.

8.6 Minimum Qualifications

Respondents must demonstrate personnel assigned meet one or more of the Professional Qualification Standards—or their equivalent—as set forth by the Secretary of the Interior’s Standards and Guidelines, as applicable; and have demonstrated experience in historic preservation.

8.7 Small Business Enterprise (SBE), Minority Business Enterprise (MBE) and/or Woman-Owned Business Enterprise (WBE)

Respondents are not required to be or have subcontractors who are certified SBE, MBE, and/or WBE companies. However, use of SBE, MBE, and/or WBE companies is encouraged and may be weighted as an element of the evaluation process.

8.8 Inquiries

Every request for a written interpretation or correction must be received at least ten (10) business days prior to the RFP due date—no later than **4:30 P.M. on Thursday, June 26th, 2025**—in order to be considered. Requests may be submitted by e-mail to mpelta-pauls@presmd.org. Interpretations, corrections and supplemental instructions will be communicated by written addenda to this solicitation to all prospective Respondents no later than five (5) days prior to the RFP due date.

Submission of a proposal constitutes acknowledgment of receipt of all addenda. Proposals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondents from any and all obligations under the proposal, as submitted.

8.9 Rejection of Submittal

Proposals must be delivered to the specified location and received by the proposal due date to be eligible for evaluation. Proposals will be considered irregular and may be rejected if they show material omissions, additions not called for, conditions, limitations, unauthorized alternate proposals or other material irregularities. Preservation Maryland reserves the right to reject submittals not prepared and submitted in accordance with the provisions specified herein and reserves the right to waive any minor deviations or irregularities in an otherwise valid submittal.

9. EVALUATION AND SELECTION PROCEDURES

9.1 Evaluation Procedure

Each response will be evaluated in accordance with the indicated criteria. Special consideration will be given to Respondents who demonstrate familiarity with 18th century masonry techniques.

1	Background and Qualifications <ul style="list-style-type: none">a) Special expertise of personnel, especially:<ul style="list-style-type: none">– Condition assessments of historic stone structures– 18th century masonry techniquesb) Past relevant experience following SOI Standards for Restorationc) Demonstrated experience coordinating with multiple stakeholders
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2	Project Approach & Management a) Names and functions of personnel assigned b) Ability to meet project needs, including current workload c) Commitment to project completion within time and budget constraints d) QA/QC methods
3	Technical Merit a) Demonstrated comprehension of tasks to be completed b) Completeness and clarity of submittal c) Adequately addresses project goal(s) and objective(s)

9.2 Award

Acceptance of the successful Respondent's proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent. Preservation Maryland reserves the right to award the agreement to the next available Respondent in the event the successful Respondent fails to enter into the agreement, or the agreement with said Respondent is terminated within 30 days of the effective date.

10. EXECUTION OF AGREEMENT

Submittal of a proposal binds the successful Respondent to perform the work upon acceptance of the proposal and Preservation Maryland's execution of the project agreement provided by the successful Respondent.

Upon acceptance of the proposal, the successful Respondent must provide:

- Contract/Agreement for review
- Completed Form W9
- Satisfactory evidence of insurance coverage as required by the State of Maryland, certain funders, and Preservation Maryland, including but not limited to:
 - General Liability coverage with minimum limits of no less than \$1,000,000.00 per claim
 - Automobile Liability coverage to include Owned, Non-Owned, and Hired Autos, with minimum combined single limits of no less than \$1,000,000.00 per claim
 - Workers' Compensation and Employer's Liability coverage with minimum limits of no less than that required by Maryland law
 - Professional Liability coverage, if applicable, with minimum limits of no less than \$1,000,000.00 per claim
 - Builders Risk Insurance, with minimum coverage for no less than the total value of the entire construction project on a replacement cost basis
- If ACH payment preferred: Name and email address of individual to whom a secured form can be sent to obtain necessary information

Preservation Maryland reserves the right to cancel award of the agreement without liability at any time before the agreement has been fully executed by all parties. Failure upon the part of the successful Respondent to execute the agreement or timely submit the required documentation will be just cause, if Preservation Maryland so elects, for award of the agreement to be rescinded.



PRESERVATION MARYLAND

Attachment A: Prior Work & Existing Documentation

A list of known prior work completed on the walls and available corresponding documentation is below. Respondents may request access to the listed documentation by emailing Maggie Pelta-Pauls at mpelta-pauls@presmd.org.

Summary of Prior Work:

The Civilian Conservation Corps (CCC) restored the fort's deteriorated walls, and the barracks were reconstructed to their 1758 appearance in the 1970s for the Bicentennial. Subsequent meaningful repairs took place in the 1980s, which was also the last time the fort walls received a comprehensive assessment and documentation of their condition. However, the repairs completed at this time did not meet SOI Standards. Use of Portland cement and an improperly installed wall cap have significantly damaged the masonry. The walls are also experiencing additional structural complications, including bulging and cracking, partially caused by an earthquake that struck Maryland in 2011. All of these issues have contributed to the increased destabilization of the walls and accelerated their decline. Small repairs conducted in 2019-2020 further revealed the gravity of the situation. However, despite several periods of rebuilding and unsympathetic treatment of the materials, an astounding majority of this original fabric remains.

Timeline:

Year	Work Conducted	Available Documentation
1756	Original construction of stone fort walls using lime mortar	
1933	Civilian Conservation Corps rebuild collapsed fort walls. Forty percent of the walls were rebuilt during this effort using hard, cementitious mortar.	Civilian Conservation Corps Project Training: Brick and Stone Work, (1937)
1933 – 1970s	Small repairs made.	
1980s	Second major restoration. Work included pinning and grouting the walls, installing a rubber membrane cap on top of the wall, and repointed (again using Portland cement mortar). CCC reconstructions were not repointed at this time. Only the original stonework was repointed.	A Design Program for the Investigation, Repair, and Stabilization of the Walls of the Fort at Fort Frederick State Park, (1981) Fort Frederick Wall: Analysis and Stabilization (1984)
2006	Condition assessment conducted	Condition Assessment Report: Mortar Analysis and Evaluation
2011	5.8 magnitude earthquake damages Fort Frederick	Fort Frederick State Park Earthquake Damage
2019-2020	Small repairs made	Construction documents & specs for this work will be provided to the selected consultant



Attachment B: NEPA Environmental Screening Worksheet

Environmental Screening Worksheet

National Environmental Policy Act (NEPA) Review

Complete this worksheet to provide the National Park Service with important background environmental impact information on proposed grant-assisted activities. This background information will form the basis for initiating review of a project under the National Environmental Policy Act (NEPA) as required by your grant agreement. Unless otherwise indicated, grantees should complete all sections A, B, C, D, E, and F and return this worksheet to the National Park Service for review. This worksheet should be attached to all NEPA documentation and sent to Megan J. Brown, Chief – State, Tribal, Local, Plans & Grants Division.

The data provided in this worksheet will be reviewed by the National Park Service – State, Tribal, Local, Plans & Grants Division to determine if further review under NEPA is necessary or if a Categorical Exclusion can be applied to proposed project work. **The NEPA review process is not finished until you receive a signed Categorical Exclusion back from the National Park Service.**

A. Project Information

Project Name: Click or tap here to enter text.

Grant Number: Click or tap here to enter text.

Grant Program: Choose an item.

Select Program Area:

☐ **Development/Construction**

☐ **Survey** – Archeological (includes shovel test pits)

☐ **Other** Click or tap here to enter text.

Project Address: Click or tap here to enter text.

Name of Project Originator/Coordinator: Click or tap here to enter text.

Grantee Organization: Click or tap here to enter text.

Property Owner: Click or tap here to enter text.

National Register Status: Choose an item.

B. Project Description/Location

To begin the statutory compliance file, attach to this worksheet, maps, site visit notes, agency consultation, data, reports, categorical exclusion form (if applicable), or other relevant materials. Use the space below to briefly describe project work, location, and setting.

Click or tap here to enter text.

Background Information is attached (if applicable)..... ☐ **Yes** ☐ **No**

C. Resource Effects to Consider

Consider the context, duration, and intensity of the effects of the grant project on resources and select the appropriate response below.

Are any measurable impacts possible on the following physical, natural, or cultural resources?	Yes	No	Data Needed to Determine
1. Geological resources – soils, bedrock, streambeds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Soundscapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water quality or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Streamflow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Marine or estuarine resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Floodplains or wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Land use, including occupancy, income, type of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rare or unusual vegetation, old growth timber, riparian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Species of special concern (plant/animal/state or Federal listed or proposed for listing) or habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Unique ecosystems, biosphere reserves, World Heritage sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Unique or important wildlife or wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Unique or important fish or fish habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Introduction/promotion of non-native species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recreation resources, including supply, demand, visitation, activities, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Minority and low-income populations, ethnography, size, migration patterns, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Energy resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Other agency, or tribal, land use plans or policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Resource, including energy, conservation potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Mandatory Criteria to Consider

Select the appropriate response below.

If implemented, would the proposed grant activities...	Yes	No	Data Needed to Determine
1. Have material adverse effects on public health or safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have adverse effects on such unique characteristics as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; or ecologically significant or critical areas, including those listed on the National Register or Natural Landmarks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have highly controversial environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have highly uncertain and potentially negative environmental effects or involve unique or unknown environmental risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Be directly related to other actions with individually insignificant, but cumulatively significant, environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If implemented, would the proposed grant activities...	Yes	No	Data Needed to Determine
Critical Habitat for these species?			
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have a disproportionate, significant adverse effect on low income or minority populations (EO 12898)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Limit access to and ceremonial use of Indian sacred sites by Indian religious practitioners or adversely affect the physical integrity of such sacred sites (EO 130007)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Contribute to the introduction, continued existence, or spread of federally listed noxious weeds (Federal Noxious Weed Control Act). Contribute to the introduction, continued existence, or spread of non- native invasive species or actions that may promote the introduction, growth or expansion of the range of nonnative invasive species (EO 13112)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you check “YES” to any of the above listed criteria in Section D, **you cannot claim a Categorical Exclusion** and must complete either an Environmental Assessment or Environmental Impact Statement for your project to proceed. Please **stop** completing this worksheet and notify your grant manager at the National Park Service to determine your next steps. Otherwise, **proceed with the Environmental Screening Worksheet to determine if a Categorical Exclusion can be taken by completing sections E and F.**

E. Site Visits & Consultation

Are the personnel preparing this worksheet familiar with the site, and/or has a site visit been conducted? (Attach additional pages noting when site visit took place, staff attending, etc.)

Click or tap here to enter text.

Has consultation with all affected agencies or tribes been completed? (Attach additional pages detailing the consultation, including the name, date, and summary of comments from other agency or tribal contacts.)

Click or tap here to enter text.

Are there interested parties to the activities being funded by this grant? (e.g., Alumni groups, Friends associations, project owners, historical societies, Certified Local Governments?) Please enter contact information below:

Click or tap here to enter text.

F. Grantee Signature

Based on the environmental impact information contained in the statutory compliance file and in this environmental screening worksheet, environmental documentation for the subject project is complete.

I recommend that the National Park Service take the following action for the above project: Choose an item.

Approved: Signature of Authorized Grantee Official _____

Type Name of Authorized Grantee Official: Click or tap here to enter text.

Date Click or tap to enter a date.

After completing and signing this worksheet, return it to the National Park Service – State, Tribal, Local, Plans & Grants Division for review. Submission by a grantee of this Environmental Screening Worksheet starts the NEPA analysis for a

project. This review is not complete until you receive a signed Categorical Exclusion back.